



Guidelines for Preparation of the 4th World Irrigation Forum (WIF4) Accepted Papers (Full Length) / Posters

Upon receiving acceptance letter from ICID Central Office, authors are required to provide an electronic version of the full-length paper in Microsoft Word format by strictly following the guidelines:

Definition

Extended Abstract” of 500-600 words is comprehensive and contains more detailed information about the contents and conclusions of the paper. Besides enabling the reader to decide whether it merits his reading or not, the purpose of the ‘Extended Abstract’ is to enable the scrutinizers to make correct appraisal of suitability or otherwise of the paper for the purpose for which it is being submitted.

Language of “Extended Abstract” of the papers

The official languages of the Commission are English and French. “Extended Abstract” of the papers for the Forum Sub-themes, are invariably published simultaneously with the papers themselves. Accordingly, all papers should contain an “Extended Abstract” in the language adopted by the author and also in the other official language of the Commission.

Layout of text

- Page size A4 (Width 21 cms, Height 29.7 cms) with Top Margin 3 cms, Bottom Margin 3 cms, Left and Right Margins 3.8 cms.
- The title of the paper should be in ‘capital letters (uppercase)’ (Font: Arial, Size: 12 points, all bold) in the centre of the page, and the author’s name should be single line space below the last line of the title in the other language. If there are more than one author, these should be on the same line one after another.
- Use quadruple spacing between the author’s name and the first main heading. Thereafter, use double spacing between headings and paragraphs and between paragraphs.
- Main headings to be in capital letters (Font: Arial, Size: 10 points, all bold caps) in centre of the page.
- Sub-headings to be in bold small letters (Font: Arial, Size: 10 points, all bold) starting flush to the left-hand margin.
- The general text to be in Arial with font size 10.
- Use single spacing in the text. If a line contains scripts or indices, use 1½ spacing between that line and the next.
- Give equations/formulae in the centre of the page using 2½ spacing between text and equation, and in between equations.
- The captions of figures and tables should be given in two languages – in the language of the paper as well as in the other language (in French, if the paper is in English and vice versa).



Figures

- Insert figures in the appropriate area with a separate copy of the figures in another file. The inserted figures are required in high resolution format (JPG, PNG, DWG, PDF, etc.) with 96 dpi or more.
- Refer diagrams and photographs as figures in the text. Number the figures consecutively with Arabic numerals in the order reference is made to them in the text.
- Insert figure(s) as close as possible to its/their first reference in the text.
- Leave suitable blank spaces for figures while keying in the text of the paper in the computer.
- Type captions at the bottom of the figure (in centre) in both the official languages as show below:
 - **Figure 1.** Irrigation supply and demand (Fourniture et besoins en eau d'irrigation)
 - The word "Figure" and the figure number should appear in bold lower case as "**Figure 1.**".
 - Figures may be either 130 mm wide or less. Full page figures could be in size of 125 mm x 220 mm.
 - Line drawings should be made in black and white or colours in JPG/TIF/DWG/AI/EPS/PDF formats and inserted in the respective areas. Source files are also required separately for better resolution.
 - Avoid excessive notes in figures.
 - Photographs should be in colour or black and white and stored in JPG/PNG/TIF format inserted in their respective areas. Source files are also required for better resolution with good contrast (to be attached separately).

Tables and formulae

- Insert tables and formulae as close as possible to their first reference in the text.
- Formulae, if more than one, may be numbered, consecutively.
- Number tables consecutively in Arabic numerals and provide them with suitable headings at the top (in centre) in both official languages as shown below –
 - **Table 1.** Performance indicators of irrigation technology (Indicateurs de performance de la technologie d'irrigation)
 - Type "**Table 1.**" In bold lower case.
 - Avoid abbreviations in column headings and indicate units in the line immediately below the heading.
 - Give explanations, if any, at the bottom of the table, and not within the table itself.

Limits for number of pages

The papers should be up to 10 pages (A-4 size) inclusive of tables and figures.



Submission of Full Paper

Full length papers prepared based on the templates (wif4_template1 /wif4_template2) should be uploaded to the portal as mentioned in your acceptance letter.

Inquiries

Should you have inquiries related to the submission of papers, please contact: **WIF4 Coordinator** - Mr. Hari Prakash Chaurasia, Email: icid@icid.org or **WIF4 Secretariat** - Dr. Goh Hui Weng, Senior Lecturer and Forum Manager, River Engineering and Urban Drainage Research Centre (REDAC), Engineering Campus, Universiti Sains Malaysia, 14300 Nibong Tebal, Penang, Malaysia, Email: redac_gohhuiweng@usm.my, Website: <https://wif4.org/index.php/en/>.

General Guidelines

1. Focus on aspects in which something original or of practical importance is to be contributed.
2. The range of each topic has been defined on the basis of the present knowledge of the topic. Original contributions on new aspects will be accepted on merit basis. Authors should note that a re-statement of well-known facts and principles, available in easily accessible publications, may not be accepted. However, if in presenting new facts and principles it becomes necessary to refer to old publications, this may be done as briefly as possible for clarity. References may be given to help interested readers to search deeper into the subject.
3. Authors may bear in mind that the aim of the WIF is to pool experience and knowledge, not only in basic principles but also with regard to field studies and actual results obtained in different countries. In discussing fundamental principles, however, authors should try, as far as possible, to refer mainly to their practical aspect. Experience has shown that purely academic discussions, whatever their intrinsic value, are not followed by the large majority of the audience in a WIF. It is, therefore, desirable that authors should concentrate and stress more on the practical aspects rather than the theoretical aspects. Again, in discussing field results and practical experiences, fundamentals should not be ignored entirely. It is only by a proper understanding and analysis of a given experience that the result can be applicable to similar circumstances, elsewhere.

The papers will go through a review process and authors will be informed about the acceptance of his/her paper either for oral or poster discussion. At the technical sessions, the Panel Experts will be presenting their reports on the sub-questions, whereas the Question as a whole shall be presented by the General Reporter during the WIF Plenary Session. The authors of the accepted papers will only be permitted to present any relevant aspect of their paper which in their opinion are not sufficiently covered by the Panel Experts, or the General Reporter or the gaps that have been identified by them. The authors would be given 5 minutes each so that there remains sufficient time for discussions. Authors of poster discussions can participate in the panel discussions and formulation of recommendations.

4. The language of the paper should be either English or French. Non-English speaking authors are advised to get their paper/extended abstract edited for English so that it is ready for printing, as there is no time to send back the paper for undergoing corrections.
5. The length of the paper should not exceed 4,000 words (i.e. equivalent to 10 pages of A-4 size including tables and figures).



6. The title of the paper should be as brief as possible, preferably not exceeding 70 characters and spaces. [Refer Sample Paper <https://icid-ciid.org/icid_data_web/wif4_sample_paper.docx>]
7. The author's full name should appear below the title of the paper and a footnote stating present employment and complete address, e-mail, etc., must appear on the first page of the paper, separated from the text by a 4-cm rule. [Refer Sample Paper <https://icid-ciid.org/icid_data_web/wif4_sample_paper.docx>]
8. The paper should contain an 'Extended Abstract' (English or French) of about 500-600 words. Guidelines for preparing 'Extended Abstracts' are given at the start of this document.
9. It is imperative that the paper to be submitted must not have been published elsewhere prior to the date of the WIF. Material of an advertising nature may not be accepted.
10. The paper must be written in third person.
11. The data and numerical information should be given in metric units; and if necessary, equivalent units in British system may appear in brackets.
12. Detailed references should be given at the end of the text of the paper. References should be arranged in alphabetical order according to surname. The arrangement in an individual reference should be as under: Name(s) of author(s), Year of issue, Title of publication or article, Name of Periodical or publisher, volume number, issue number, page numbers, language (if other than that of the paper).

Example: Broner, I. and R.R.P. Law. 1992. Water balance for irrigation using ET input. ICID Bull. 41(2): 173-182.

Templates for paper submission

wif4_paper_template1.dotx	wif4_paper_template2.docx
[With blank fields for inserting the text in the prescribed layout]	[With sample formatted text as per the page layout]

PLEASE NOTE: (1) While placing/pasting text inside the template (wif4_paper_template1.dotx) 'CLICK HERE TO ENTER TEXT', always use 'Paste' command with 'Keep Text Only' options. This option is available in the 'Paste Options' while clicking the right button on the 'CLICK HERE..' field. (2) French translation of title and abstract are optional.



GUIDELINES FOR PREPARATION OF POSTERS

Posters for display should be prepared strictly of 0.8m X 1.2m (Width X Height) size i.e. A-0 size to match the display board specifications. Also make sure to download the poster templates to match your requirement and prepare your poster strictly using this template for maintaining uniformity:

WIF4 Poster Template: <http://www.icid.org/wif4_poster_template.pptx> will be made available shortly.

After preparing the poster using one of the poster templates, send a copy of the same to ICID Central Office <icid@icid.org> before deadline. Please note that full paper is not required in this category. However, a digital poster (PDF) should be sent to ICID Central Office <icid@icid.org> before the deadline for inclusion in the USB. A strict production schedule, will be followed, therefore any delay in submission may result in exclusion of your poster in the WIF proceedings USB. Authors of poster discussions can participate in the panel discussions and formulation of recommendations.

Keeping in view the difficulty in transportation of the printed Poster of 0.8m X 1.2m (Width X Height) or A-0 size, special arrangements are being made in cooperation with WIF4 Secretariat for printing and reserving poster display space for you. However, this facility and support is available only for the registered participants.

CONTACT COORDINATES:

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